

# **DATA DEFINITIONS FOR THE CDD801A AND CDD-801B**

REPORT MONTH/YEAR [CDD-801A ONLY] .....	4
REPORT MONTH/YEAR [CDD-801A ONLY] .....	4
VENDOR NUMBER/SUBMISSION CODE [CDD-801A ONLY] .....	5
FAMILY IDENTIFICATION/CASE NUMBER (FICN).....	6
HEAD-OF-HOUSEHOLD SOCIAL SECURITY NUMBER .....	8
HEAD-OF-HOUSEHOLD LAST NAME.....	11
HEAD-OF-HOUSEHOLD FIRST NAME.....	14
HEAD-OF-HOUSEHOLD MIDDLE INITIAL .....	16
ZIP CODE.....	17
TANF/CALWORKS CASH AID RECIPIENT .....	19
FAMILY INCOME GREATER THAN 75 PERCENT OF STATE MEDIAN INCOME LEVEL .....	21
REASON FOR RECEIVING CHILD CARE .....	24
FEDERAL INFORMATION PROCESSING STANDARDS (FIPS) CODE .....	26
IS THE HEAD-OF-HOUSEHOLD SINGLE? [CDD-801B ONLY].....	28
MONTHLY CHILD CARE FAMILY FEE [CDD-801B ONLY] .....	29
MONTH AND YEAR CHILD CARE ASSISTANCE BEGAN [CDD-801B ONLY] .....	31
MONTHLY FAMILY INCOME [CDD-801B ONLY].....	33
FAMILY SIZE [CDD-801B ONLY].....	36

<b>FAMILY INCOME SOURCES [CDD-801B ONLY].....</b>	<b>38</b>
<b>CHILD’S LAST NAME.....</b>	<b>40</b>
<b>CHILD’S FIRST NAME.....</b>	<b>42</b>
<b>CHILD’S MIDDLE INITIAL .....</b>	<b>44</b>
<b>CHILD’S ETHNICITY [CDD-801B ONLY].....</b>	<b>45</b>
<b>CHILD’S RACE [CDD-801B ONLY].....</b>	<b>46</b>
<b>CHILD’S GENDER [CDD-801B ONLY] .....</b>	<b>47</b>
<b>CHILD’S DATE OF BIRTH.....</b>	<b>48</b>
<b>FEDERAL EMPLOYMENT IDENTIFICATION NUMBER (FEIN) [CDD-801A ONLY].....</b>	<b>50</b>
<b>TYPE OF CHILD CARE .....</b>	<b>52</b>
<b>PROGRAM CODE(S).....</b>	<b>54</b>
<b>STATE SUBSIDIZED MONTHLY PAYMENT FOR THIS CHILD CARE [CDD-801B ONLY] .....</b>	<b>56</b>
<b>TOTAL HOURS OF CARE THIS MONTH [CDD-801B ONLY].....</b>	<b>59</b>

## Report month/year [CDD-801A only]

The report month/year is the data reporting month and year, not the current month and year.

Users must include the report month/year in the CDD-801A electronic file that is transferred to CDE.

### ***Where to find it:***

The report month/year describes the month and year of the data in the electronic transfer file.

### ***Rules and guidelines:***

- This field must be exactly 7 characters long.
- The required format is mm/yyyy where mm is the two-digit month and yyyy is the four-digit year. The slash(/) is required.
- Example: January 2002 must be entered as 01/2002.

### ***Error messages and solutions:***

<b>*801A File Transfer</b>	<b>Message:</b>	<b>Row #: File rejected. The report month/year is required.</b>
	<b>Problem:</b>	Report month/year was not entered in the transfer file.
	<b>Solution:</b>	Enter the report month/year.
<b>*801A File Transfer</b>	<b>Message:</b>	<b>Row #: File rejected. The report month/year does not match the report month/year selected for file upload.</b>
	<b>Problem:</b>	Report month/year selected for file transfer does not match the report month/year in the transfer file.
	<b>Solution:</b>	Confirm that the report month/year in the transfer file matches the report month/year selected on the screen.

## Vendor Number/Submission Code [CDD-801A only]

The vendor number/submission code consists of two parts:  
the vendor number, which was issued to the agency by CDE, AND  
the submission code, which was selected by the agency to represent the sub-agency.

**Important:** The default submission code for all agencies that do not report by sub-agency is "000."

Users must include the vendor number/submission code in the CDD-801A electronic file that is transferred to CDE.

### ***Where to find it:***

The vendor number is on the face sheet of the contract issued by CDE.

The vendor number is the same as the last 4 characters of a user name.

For agencies that do not report by sub-agency, the submission code is "000."

Agencies that have set up their system to report by sub-agencies can see the list of their submission codes by selecting the "Agency/Sub-agency Information" menu option on the CDMIS Main Menu.

### ***Rules and guidelines:***

- This field must be exactly 7 characters long.
- The vendor number is exactly 4 characters long.
- The vendor number is case sensitive. Example: "Z932" is different from "z932."
- The submission code is exactly 3 numbers long, beginning with 001.
- The default submission code for agencies that do not report by sub-agency is "000."
- Do not include a hyphen, slash or any extra characters in the vendor number/submission code.

### ***Error messages and solutions:***

<b>*801A File Transfer</b>	<b>Message:</b>	<b>Row #: File rejected. The vendor number/submission code is required.</b>
	<b>Problem:</b>	Vendor number/submission code was not entered in the transfer file.
	<b>Solution:</b>	Enter the vendor number/submission code.
<b>*801A File Transfer</b>	<b>Message:</b>	<b>Row #: File rejected. The vendor number/submission code does not match the vendor number/submission code selected for file upload.</b>
	<b>Problem:</b>	Vendor number/submission code selected for file transfer does not match the vendor number/submission code in the transfer file.
	<b>Solution:</b>	Confirm that the vendor number/submission code in the transfer file matches the vendor number/submission code selected on the screen.

## Family Identification/Case Number (FICN)

The Family Identification/Case Number is the unique identification or case number that an agency assigns to a family.

Agencies are encouraged to use these numbers on the CDD-801A to help them locate cases that are in the CDD-801B sample.

### ***Where to find it:***

On the CD-9600 form, look in the space labeled “Family Identification/Case No:” in the upper right hand corner of the first page.

### ***Rules and guidelines:***

- The Family Identification/Case Number is required if the Head-of Household Social Security Number is not entered. One (or both) of these fields must be entered.
- You cannot enter the same FICN twice in the same month for more than one family.
- The maximum length of this field is 15 characters and/or numbers.
- ***Special instructions for foster care children:*** For foster care cases, the FICN is required because you are not allowed to provide the foster child’s social security number.

### ***Error messages and solutions:***

*801A File Transfer	Message:	Row #: File rejected. The Family Identification/Case Number (FICN) or the Head-of-Household Social Security Number is required.
*801A Web Input	Message:	The Family Identification/Case Number (FICN) or the Head-of-Household Social Security Number is required.
*801B	Message:	The Family Identification/Case Number (FICN) or the Head-of-Household Social Security Number is required.
	Problem:	In the specified row in the transfer file, both the FICN and the SSN fields are blank. One (or both) of these fields must have information.
	Solution:	Enter an FICN or a Head-of-Household SSN (or both) in the transfer file. If this is a foster care case, enter only the FICN.
*801A File Transfer	Message:	Row #: A duplicate Family Identification/Case Number (FICN) already exists for this report month/year.
*801A Web Input	Message:	A duplicate Family Identification/Case Number (FICN) already exists for this report month/year.
*801B	Message:	The Family Identification/Case Number (FICN) already exists for this report month.
	Problem:	In the transfer file, there are two (or more) families with the same FICN.
	Solution:	Confirm that you have entered the FICN correctly for the families with the same FICN. If both are entered correctly but are still duplicates, talk to the person responsible for generating your agency’s FICNs so that you can get the duplicate changed.

### ***FAQs about the Family Identification/Case Number (FICN):***

#### **Question:**

What is a Family Identification/Case Number (FICN)? Our agency hasn't been using this. What numbers or letters should we use?

**Answer:**

The FICN is for the agency to uniquely identify families. This ID number should make it easier for your agency to locate the family file when it is identified in the CDD-801B sample. **You must have an FICN if the family does not give permission to use the Social Security Number.** The numbering system you use is up to your agency. You may wish to use numbers or letters to identify the site responsible for the family.

**Question:**

Can I use the family's name in the Family Identification/Case Number (FICN)?

**Answer:**

For confidentiality reasons, we prefer that you do not use any part of the family's or child's name or SSN in the Family Identification Number. This identification must be a unique number that you can use to identify a specific family. If you happen to get a family with the same last name, you do have the possibility of assigning that name to both families. If you only have one site where the children are served, you could also assign a simple number to each family and as new families are enrolled, they are assigned the next available number. It is up to you how you assign the Family Identification Number, but we encourage you to not use any part of the name.

**Question:**

Does my agency have to report a FICN and a Social Security Number for each family?

**Answer:**

No. You are required to enter only one.

## Head-of-Household Social Security Number

The Head-of-Household Social Security Number is the social security number of the head-of-household who gave written consent on the CD-9600A form. This is the SSN for the person for whom eligibility was determined.

*Note:* Provision of social security numbers is voluntary for the head-of-household. However, if the SSN is provided to the agency, it must be reported by the agency to CDE.

**Exception: The Social Security Number of a foster care child must not be entered.**

### ***Where to find it:***

On the CD-9600 form, look in the space labeled “SSN-parent A” in “Section I-A- Family Identification.”

### ***Rules and guidelines:***

- This field must contain exactly 9 numbers. Do not enter hyphens or spaces.
- This field cannot begin with a ‘9’ or contain all ‘9’s (i.e., ‘999999999’).
- The Head-of-Household Social Security Number must not be duplicated in a report month.
- If the Head-of Household Social Security Number is not entered, then the Family Identification/Case Number must be entered. One (or both) of these fields must be entered.
- ***Special instructions for foster care children:*** The Head of Household Social Security Number must not be entered for a foster care child. **Do not enter the foster care child’s social security number.**

### ***Error messages and solutions:***

*801A File Transfer	Message:	Row #: File rejected. A valid Social Security Number cannot begin with a “9” or contains all “9s.”
*801A Web Input	Message:	A valid Social Security Number cannot begin with a “9” or contain all “9s.”
*801B	Message:	A valid Social Security Number cannot begin with a “9” or contain all “9s.”
	Problem:	In the specified row in the transfer file, the Social Security Number (SSN) begins with a “9.” A valid SSN does not begin with a “9.” <i>Note:</i> In previous years when agencies did not have an SSN, they were asked to enter placeholder SSNs (999999999) on the CDD-801A report to show that they weren’t being skipped. With the current system, agencies must <b>not</b> enter placeholder SSNs. If an agency does not have a valid SSN, the SSN should be left blank.
	Solution:	Confirm that you have entered the SSN correctly. If you do not have a valid SSN, leave this field blank (delete invalid or placeholder SSNs). Enter a Family Identification/Case Number (FICN) instead in the FICN data element.
*801A File	Message:	Row #: File rejected. The Family Identification/Case Number (FICN) or



Transfer		the Head-of-Household Social Security Number is required.
*801A Web Input	Message:	The Family Identification/Case Number (FICN) or the Head-of-Household Social Security Number is required.
*801B	Message:	The Family Identification/Case Number (FICN) or Head-of-Household Social Security Number (SSN) is required.
	Problem:	In the specified row in the transfer file, both the FICN and the SSN fields are blank. One (or both) of these fields must have information.
	Solution:	Enter an FICN or a Head-of-Household SSN (or both) in the transfer file. If this is a foster care case, enter only the FICN.
*801A File Transfer	Message:	Row #: A duplicate Social Security Number already exists for this report month/year.
*801A Web Input	Message:	A duplicate Social Security Number already exists for this report month/year.
*801B	Message:	The Head-of-Household Social Security Number already exists for this report month.
	Problem:	A family with this SSN already exists for this report month. SSNs are unique numbers. One of your families in the report month has an incorrect SSN.
	Solution:	Confirm that you have entered the SSN correctly. Confirm that the other SSN has been entered correctly. If these are different households with the same SSNs, one must be incorrect. Delete one SSN and make sure that household has an FICN, or explain in the Comments section that both families provided the same SSN.
*801A File Transfer	Message:	Row #: File rejected. Invalid Head-of-Household Social Security Number
*801A Web Input	Message:	Invalid Head-of-Household Social Security Number
*801B	Message:	Invalid Head-of-Household Social Security Number.
	Problem:	A non-numeric SSN was entered.
	Solution:	Enter a valid SSN if available or enter an FICN in the FICN location if the family did not grant permission to the agency to collect its SSN.
*801B	Message:	The Social Security Number of a foster care child is not allowed and will not be saved.
	Problem:	The Head-of-Household is a Foster Care Child. The Head-of-Household Social Security Number has been entered. Agencies must not collect/report a child's SSN to CDE. This is a violation of law.
	Solution:	The system will delete the SSN. Enter an FICN in the FICN data element.

## ***FAQs about the Head-of-Household Social Security Number:***

[CDD-801B only]

### **Question:**

The foster parent's name and Social Security Number (SSN) were listed for a foster child. What should I do?

### **Answer:**

For a foster child, the child should be listed as "Head of Household." Just correct the name and delete the SSN, because you should not submit an SSN for a foster child. However, **you must have an FICN for a foster child, since you don't have an SSN.** Make a note in the Comments section as to why the Head-of-Household was changed.

### **Question:**

What if the family has not signed to release the SS#?

**Answer:**

If you do not have permission to report a family's SSN, leave the field blank; however, you must provide a Family Identification Number for those families who do not provide you with a SSN. The Family Identification Number is a unique number used to identify the family. If you currently do not have this type of identification, you must come up with one. It is required when no SSN is provided and gives you another way to identify a family if that family.

**Question:**

Does my agency have to report a FICN and a Social Security Number for each family?

**Answer:**

No. You are required to enter only one.

## Head-of-Household Last Name

The Head-of-Household Last Name is the last name (family name) of the head-of-household for the family receiving CDD-subsidized child care assistance.

The “Parent/Caretaker” can be a biological parent, step parent, or grandparent. The Head-of-Household is the person legally and/or financially responsible for the child(ren).

In a foster care case (family of one), the Head-of-Household Last Name is the last name of the oldest foster care child receiving CDD-subsidized child care services.

### ***Where to find it:***

- On the CD-9600 form, look in the space labeled “Name of Parent/Caretaker: Full name including middle initial” in Section I-A-“Family Identification.”
- Or
- On the CDE Notice of Action (CD-7617 form), look in the space labeled “Parent/Caretaker Name (A)” in the section “Applicant Information.”  
*Note:* Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report month/year (i.e., completed on or before the report month as indicated by the Effective Date of Action). If such a Notice of Action is on file, and the name is different, enter the updated information.

### ***Rules and guidelines:***

- The last name of the head-of-household is mandatory.
- The minimum length of this field is 2 characters. The maximum length of this field is 50 characters.
- ***Special instructions for foster care children:*** Enter the **child’s** last name.
- ***Special instructions for foster care children:*** If there is more than one foster care child in the family receiving services, enter the last name of the **oldest child receiving CDD-subsidized child care services from your agency.**
- [CDD-801B only] If you change the Head-of-Household Last Name, enter the reason for the change in the Comments section (for example, the child’s name was erroneously listed as Head-of-Household).

### ***Error messages and solutions:***

*801A File Transfer	Message:	Row #: File rejected. The Head-of-Household last name must be more than one character long.
*801A Web Input	Message:	The Head-of-Household last name must be more than one character long.
	Problem:	The Head-of-Household last name is only one character long.
	Solution:	Enter a Head-of-Household last name that is at least two characters long.
*801A File Transfer	Message:	Row #: File rejected. The last name of the Head-of-Household is required.
*801A Web Input	Message:	The last name of the Head-of-Household is required.
	Problem:	You have left the last name blank.

	<b>Solution:</b>	Enter the last name.
<b>*801A File Transfer</b>	<b>Message:</b>	<b>Row #: File rejected. The last name of the Head-of-Household must contain only letters, hyphens, spaces, and apostrophes.</b>
<b>*801A Web Input</b>	<b>Message:</b>	<b>The last name of the Head-of-Household must contain only letters, hyphens, spaces, and apostrophes.</b>
	<b>Problem:</b>	You have entered invalid characters in the last name field.
	<b>Solution:</b>	Remove the invalid characters and confirm that you have entered the last name correctly.
<b>*801B</b>	<b>Message:</b>	<b>The last name of the Head-of-Household is mandatory. You must enter the last name or exclude the family from the CDD-801B report.</b>
	<b>Problem:</b>	You have left the last name blank or have entered a last name that is only one character. A name must be at least two characters long.
	<b>Solution:</b>	Enter the last name or confirm that you have entered the last name correctly. If the last name is not available, you must exclude the family from the CDD-801B report. The system will not save information about a family without the last name (and first name).
<b>*801B</b>	<b>Message:</b>	<b>This is a foster care child. The Head-of-Household last name must be the same as the last name of the oldest foster child receiving care.</b>
	<b>Problem:</b>	The Head-of-Household Last Name is different from the last name of the oldest foster child receiving care. In a foster care case, the child is the Head-of-Household. For a foster care child, the Head-of-Household last name must be the same as the last name of oldest child receiving subsidized child care services from your agency for federal reporting purposes.
	<b>Solution:</b>	Confirm that you have entered the Head-of-Household last name correctly. Confirm that you have entered the oldest child's last name correctly. Confirm that this is a foster care child. If it is, ensure that the Head-of-Household last name and the oldest foster child's last name are the same. If this is not a foster care child, correct data element, "Is the Head-of-Household Single?" If you change the Head-of-Household name, enter the reason why in the Comments section.

## ***FAQs about the Head-of-Household Last Name:***

### **Question:**

How do I determine who is "Head of Household"?

### **Answer:**

The "Head of Household" is the person for whom eligibility is determined.

[CDD-801B only]

### **Question:**

The "Head of Household" that is already on the screen is the child's name for this family (not a foster child). What should I do?

### **Answer:**

We took the "Head of Household" name directly from the CDD-801A that your agency filed with us. Your agency must have reported the child as "Head of Household." Just correct the name on the screen and note why in the Comments section.

### **Question:**

What do I enter as the "Head of Household" name for a foster child?

**Answer:**

Enter the foster child's name as the "Head of Household."

If there is more than one foster child in the family, enter the name of the oldest child who received subsidized child care as the "Head of Household."

## Head-of-Household First Name

The Head-of-Household First Name is the first name of the head-of-household for the family receiving CDD-subsidized child care assistance.

The “Parent/Caretaker” can be a biological parent, step parent, or grandparent. The Head-of-Household is the person legally and/or financially responsible for the child(ren).

In a foster care case (family of one), the Head-of-Household First Name is the first name of the oldest foster care child receiving CDD-subsidized services.

### ***Where to find it:***

- On the CD-9600 form, look in the space labeled “Name of Parent/Caretaker: Full name including middle initial” in Section I-A-“Family Identification.”
- Or
- On the CDE Notice of Action (CD-7617 form), look in the space labeled “Parent/Caretaker Name (A)” in the section “Applicant Information.”  
*Note:* check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report month/year (i.e., completed on or before the report month as indicated by the Effective Date of Action). If such a Notice of Action is on file, and the name is different, enter the updated information.

### ***Rules and guidelines:***

- The first name of the head-of-household is mandatory.
- The minimum length of this field is 2 characters. The maximum length of this field is 50 characters.
- ***Special instructions for foster care children:*** Enter the **child’s** first name.
- ***Special instructions for foster care children:*** If there is more than one foster care child in the family receiving services, enter the first name of the **oldest child receiving CDD-subsidized child care services from your agency.**
- [CDD-801B only] If you change the Head-of-Household First Name, enter the reason for the change in the Comments section (for example, the child’s name was erroneously listed as head-of-household).

### ***Error messages and solutions:***

*801A File Transfer	Message:	Row #: File rejected. The Head-of-Household first name must be more than one character long.
*801A Web Input	Message:	The Head-of-Household first name must be more than one character long.
	Problem:	The Head-of-Household first name is only one character long.
	Solution:	Enter a Head-of-Household first name that is at least two characters long.
*801A File Transfer	Message:	Row #: File rejected. The first name of the Head-of-Household is required.
*801A Web Input	Message:	The first name of the Head-of-Household is required.
	Problem:	You have left the first name blank.

	<b>Solution:</b>	Enter the first name.
<b>*801A File Transfer</b>	<b>Message:</b>	<b>Row #: File rejected. The first name of the Head-of-Household must contain only letters, hyphens, spaces, and apostrophes.</b>
<b>*801A Web Input</b>	<b>Message:</b>	<b>The first name of the Head-of-Household must contain only letters, hyphens, spaces, and apostrophes.</b>
	<b>Problem:</b>	You have entered invalid characters in the first name field.
	<b>Solution:</b>	Remove the invalid characters and confirm that you have entered the first name correctly.
<b>*801B</b>	<b>Message:</b>	<b>The first name of the Head-of Household is mandatory. You must enter the first name or exclude the family from the CDD-801B report.</b>
	<b>Problem:</b>	You have left the first name blank or have entered a first name that is only one character. A name must be at least two characters long.
	<b>Solution:</b>	Enter the first name or confirm that you have entered the first name correctly. If the first name is not available, you must exclude the family from the CDD-801B report. The system will not save information about a family without the first name (and last name).
<b>*801B</b>	<b>Message:</b>	<b>This is a foster care child. The Head-of-Household first name must be the same as the first name of the oldest foster child receiving care.</b>
	<b>Problem:</b>	The Head-of-Household First Name is different from the First name of the oldest foster child receiving care. In a foster care case, the child is the Head-of-Household. For a foster care child, the Head-of-Household first name must be the same as the first name of oldest child receiving subsidized child care services from your agency for federal reporting purposes.
	<b>Solution:</b>	Confirm that you have entered the Head-Of-Household first name correctly. Confirm that you have entered the oldest child's first name correctly. Confirm that this is a foster care child. If it is, ensure that the Head-of-Household first name and the oldest foster child's first name are the same. If this is not a foster care child, correct data element, "Is the Head-of-Household Single?" If you changed the Head-of-Household name, enter the reason why in the Comments section.

## ***FAQs about the Head-of-Household first name:***

### **Question:**

How do I determine who is "Head of Household"?

### **Answer:**

The "Head of Household" is the person for whom eligibility is determined.

[CDD-801B only]

### **Question:**

The "Head of Household" that is already on the screen is the child's name for this family (not a foster child). What should I do?

### **Answer:**

We took the "Head of Household" name directly from the CDD-801A that your agency filed with us. Your agency must have reported the child as "Head of Household." Just correct the name on the screen and note why in the Comments section.

## Head-of-Household Middle Initial

The Head-of-Household Middle Initial is the middle initial of the head-of-household for the family receiving CDD-subsidized child care assistance.

The “Parent/Caretaker” can be a biological parent, step parent, or grandparent. The Head-of-Household is the person legally and/or financially responsible for the child(ren).

In a foster care case (family of one), the Head-of-Household Middle Initial is the middle initial of the oldest foster care child receiving CDD-subsidized child care services.

### ***Where to find it:***

- On the CD-9600 form, look in the space labeled “Name of Parent/Caretaker: Full name including middle initial” in Section I-A-“Family Identification.”
- Or
- On the CDE Notice of Action (CD-7617 form), look in the space labeled “Parent/Caretaker Name (A)” in the section “Applicant Information.”  
*Note:* check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report month/year (i.e., completed on or before the report month as indicated by the Effective Date of Action). If such a Notice of Action is on file, enter the updated information.

### ***Rules and guidelines:***

- The middle initial of the head-of-household is optional. Enter if available.
- The maximum length of this field is 1 character.
- Do not enter a period after the middle initial.
- ***Special instructions for foster care children:*** Enter the **child’s** middle initial.
- ***Special instructions for foster care children:*** If there is more than one foster care child in the family receiving services, enter the middle initial of the **oldest child** receiving CDD-subsidized child care service.

### ***Error messages and solutions:***

*801A File Transfer	<b>Message:</b>	<b>Row #: File rejected. A valid middle initial must be one letter.</b>
*801A Web Input	<b>Message:</b>	<b>A valid middle initial must be one letter.</b>
*801B	<b>Message:</b>	<b>A valid middle initial must be one letter.</b>
	<b>Problem:</b>	You have entered a period (.) or more than one letter in the middle initial field. A period (.) is not a valid middle initial. More than one letter is not a valid middle initial.
	<b>Solution:</b>	Delete the period (.) or extra letter(s) from the middle initial. Leave this blank if there is no middle initial; the middle initial is optional.



## Zip Code

The Zip Code is the zip code of the residence of the head-of-household for the family receiving child care assistance. It may be the 5-digit (zip code only) or the 9-digit (zip code and +4 code) of the residence.

### ***Where to find it:***

- On the CD-9600 form, look in the space labeled “Zip” in Section I-A-“Family Identification.”
- Or
- On the CDE Notice of Action (CD-7617 form), look in the space labeled “Zip” in the section “Applicant Information.”
- Note:* check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report month/year (i.e., completed on or before the report month as indicated by the Effective Date of Action). If such a Notice of Action is on file, enter the updated information.

### ***Rules and guidelines:***

- A valid zip code is required.
- The minimum length of this field is 5 numbers. The +4 code is optional.
- Enter numbers only.
- The zip code must be consistent with the state FIPS code for this family.

### ***Error messages and solutions:***

*801A File Transfer	Message:	Row #: File rejected. The zip code is required.
*801A Web Input	Message:	The zip code is required.
*801B	Message:	The zip code is required.
	Problem:	The zip code field is blank. This field must have information.
	Solution:	Enter the zip code of the family's residence.
*801A File Transfer	Message:	Row #: File rejected. A valid zip code must have 5 numbers or 9 numbers.
*801A Web Input	Message:	A valid zip code must have 5 numbers or 9 numbers.
*801B	Message:	A valid zip code must have 5 numbers or 9 numbers.
	Problem:	You have entered an incomplete zip code or letters instead of numbers.
	Solution:	Confirm that you have entered all five digits of the zip code. If you have entered the zip +4 code, confirm that you have entered all nine digits.
*801A File Transfer	Message:	Row #: File rejected. You have entered a California FIPS code. The zip code is not a valid California zip code
*801A Web Input	Message:	You have entered a California FIPS code. The zip code is not a valid California zip code.
*801B	Message:	You have entered a California FIPS code. The zip code is not a valid California zip code
	Problem:	You have entered a California FIPS code, but the zip code is not a valid

	<b>Solution:</b>	California zip code. Confirm that you have entered the FIPS code correctly. Confirm that you have entered the zip code correctly.
<b>*801A File Transfer</b>	<b>Message:</b>	<b>Row #: File rejected. You have entered a FIPS code for Arizona, Nevada or Oregon. The zip code is not valid for the state.</b>
<b>*801A Web Input</b>	<b>Message:</b>	<b>You have entered a FIPS code for Arizona, Nevada or Oregon. The zip code is not valid for the state.</b>
<b>*801B</b>	<b>Message:</b>	<b>You have entered a FIPS code for Arizona, Nevada or Oregon. The zip code is not valid for the state.</b>
	<b>Problem:</b>	You have entered a FIPS code for Arizona, Nevada or Oregon, but the zip code is not valid for the state.
	<b>Solution:</b>	Confirm that you have entered the FIPS code correctly. Confirm that you have entered the zip code correctly.

### ***FAQs about the Zip Code:***

**Question:**

What zip code do I use--the family's residence or the zip of the child care provider?

**Answer:**

You must enter the valid zip code for the family's residence.

## TANF/CalWORKs Cash Aid Recipient

The TANF/CalWORKs Cash Aid Recipient information indicates whether the head-of-household received any type of Temporary Assistance to Needy Families (TANF) or CalWORKs cash assistance in the report month. *Note:* “CalWORKs” is California’s name for TANF.

### ***Where to find it:***

- On the CD-9600 form applicable for this month, confirm that one of these boxes is checked in Section III “Family Adjusted Gross Monthly Income and Size”:
  - \* “Cash or other assistance under Title IV of the Social Security Act (TANF)”
  - or
  - \* “State-only alien and two-parent programs for CalWORKs recipients”
- Or
- On the CDE Notice of Action (CD-7617 form), confirm that the box labeled “TANF” is checked in the section “Part 1 – Eligibility “B Family Eligibility.”  
*Note:* Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report month/year (i.e., completed on or before the report month as indicated by the Effective Date of Action). If such a Notice of Action is on file, and the TANF status has changed, enter the updated information.

*Note:* There should also be documentation in the family file indicating the receipt of cash aid (Notice of Action for the county welfare department or a stub showing the monthly warrant amount).

### ***Rules and guidelines:***

- The TANF/CalWORKs Cash Aid Recipient information is required.
- There are only three possible choices:
  - Yes** – The head-of-household did receive TANF/CalWORKs cash aid during this report month.
  - No** – The head-of-household did not receive TANF/CalWORKs cash aid during this report month.
  - Unavailable** – The TANF/CalWORKs information for the family is missing or unknown.

### ***Error messages and solutions:***

*801A File Transfer	Message:	Row #: File rejected. The TANF/CalWORKs information is required.
*801A Web Input	Message:	The TANF/CalWORKs Cash Aid information is required.
*801B	Message:	The TANF/CalWORKs Cash Aid information is required.
	Problem:	No selection has been made from the TANF/CalWORKs Cash Aid drop down list. This field must have information selected.
	Solution:	Enter the TANF/CalWORKs Cash Aid information (Yes, No, or Unavailable).
*801A File Transfer	Message:	Row #: File rejected. Invalid TANF/CalWORKs information.

**Problem:** The TANF/CalWORKS information is not "Y," "N," or "U."  
**Solution:** Confirm that you have entered a valid code.

### ***FAQs about the TANF/CALWORKs Cash Aid Recipient information:***

**Question:**

What do TANF and CalWORKs mean?

**Answer:**

The federal welfare reform law, The Personal Responsibility and Work Opportunity Reconciliation Act of 1996, replaced AFDC, EA and JOBS or GAIN and created TANF (Temporary Assistance for Needy Families). This is the federal cash assistance program for families, which contains many work requirements. It provides a block grant to states to assist needy families and created new work requirements and time limits. CalWORKs stands for the California Work Opportunity and Responsibility to Kids Program. It is the State name for the federal TANF program.

**Question:**

Should we count Medi-Cal or Food Stamps as TANF assistance?

**Answer:**

No.

**Question:**

If a TANF recipient's income exceeds a certain amount for the month, they receive no TANF assistance even though they are still enrolled in the TANF program. If their income drops the next month, they will again receive TANF assistance. How should we answer those months in which no TANF assistance is received even though they are still enrolled in TANF?

**Answer:**

Answer those months as a "Y" because the recipient is still enrolled in the TANF program.

## Family Income Greater than 75 Percent of State Median Income Level

The Family Income Greater than 75 Percent of State Median Income Level (SMI) information indicates whether the family's income was greater than 75% of the SMI.

*Note:* Only families receiving subsidized child care before January 1, 1998, with incomes above 75 percent of the State Median Income (up to 100% of the State Median Income) were eligible if their incomes were more than 75% of the State Median Income ("grandfathered" families) and the eligibility is only for children who were receiving subsidized child care at that time.

### ***Where to find it:***

You need four kinds of information to determine this response:

Information	Source
Family size during the report month	On the CD-9600 form, look in the space labeled "C. Family Size" in Section III "Family Adjusted Gross Monthly Income and Size." <i>Note:</i> Include all parent(s)/caretaker(s) and all children on the CD-9600 form.
Family monthly income for the report month	On the CD-9600 form, look in the space labeled "A. Family Monthly Income" in Section III "Family Adjusted Gross Monthly Income and Size."
Child Development Family Fee Schedule that was in effect for the report month	<ul style="list-style-type: none"><li>• Management Bulletin 98-19 includes the Family Fee Schedule that was effective from September 1998 until September 1, 2000.</li><li>• Management Bulletin 00-14 includes the Family Fee Schedule that was effective as of September 1, 2000.</li></ul>
Date family began receiving subsidized child care (before or after January 1, 1998)	On the CD-9600 form, look in the space labeled "Initial Subsidized Service Date" in the upper right hand corner of the first page.

**Instructions:** Locate income for the family size on the Child Development Family Fee Schedule. If it is on the table that goes up to 75% of State Median Income, the correct choice is "No." If the income is on the table that goes to 100% of SMI, the correct choice is "Yes."

### ***Rules and guidelines:***

- This information is required.

There are only three possible choices:

**Yes** – The family income is greater than 75% of the State Median Income (SMI) during the report month. Only “grandfathered” families may have family income greater than 75% of the SMI during the report month.

**No** – The family income is not greater than 75% of the State median income (SMI) during the report month.

**Unavailable** – The information for the family is missing or unknown. This should only be chosen for some Child Protective Services (CPS) cases.

[CDD-801B only] In the Comments section, note that this is a CPS case for which income was not counted.

### ***Error messages and solutions:***

*801A File Transfer	<b>Message:</b>	<b>Row #: File rejected. The “Family Income Greater Than 75% of State Median Income” information is required.</b>
*801A Web Input	<b>Message:</b>	<b>The “Family Income Greater Than 75% of State Median Income” information is required.</b>
*801B	<b>Message:</b>	<b>The “Family Income Greater Than 75% of State Median Income” information is required.</b>
	<b>Problem:</b>	No selection has been made from the “Family Income Greater Than 75% of State Median Income” drop down list. This field must have information selected.
	<b>Solution:</b>	Enter the “Family Income Greater Than 75% of State Median Income” information (Yes, No, or Unavailable).
*801A File Transfer	<b>Message:</b>	<b>Row #: File rejected. Invalid Family Income information.</b>
	<b>Problem:</b>	The “Family Income Greater than 75% of State Median Income” information is not “Y,” “N,” or “U.”
	<b>Solution:</b>	Confirm that you have entered a valid code (“Y,” “N,” or “U”).
*801B	<b>Message:</b>	<b>Child care assistance began after December 31, 1998. Family income should not exceed 75 percent of the State Median income</b>
	<b>Problem:</b>	Families who began to receive child care assistance after December 31, 1998, were required to have family income less than 75% of the State Median Income when their eligibility was determined.
	<b>Solution:</b>	Confirm that the family income is more than 75% of the State Median Income. Confirm that child care assistance began after December 31, 1998.

### ***FAQs about the Family Income Greater than 75 Percent of State Median Income Level information:***

#### **Question:**

What do you mean--"family income greater than 75 percent of State Median Income"? Does this mean "greater than" the line on the page of the fee schedule?

#### **Answer:**

No. Look on the family fee schedule that was in effect for the report month. If the family's income is at or below the 75 percent line then the answer is "No." If the family's

income is in the 75 to 100 percent box, then the answer is "Yes." These are the "grandfathered" families.

Follow these rules:

1. Find the family size on the Fee Schedule.
2. Go down the column until you reach the amount on the 75 percent line.
3. Ask yourself the question, "Is the family income greater than the amount listed?"  
If you answer "Yes," your answer is "Yes." If you answer "No," your answer is "No."

**Question:**

We don't determine income for children referred by child protective services (CPS).  
What should we report here?

**Answer:**

Report income for children referred by CPS as "Unavailable."  
[CDD-801B only] Note that this is a CPS case in the Comments section.

## Reason for Receiving Child Care

The Reason for Receiving Child Care information describes the primary reason child care services are needed by the family. This is the primary reason used to determine eligibility for child care assistance.

*Note:* If more than one reason applies, use the **primary** reason.

### ***Where to find it:***

- On the CD-9600 form, determine the primary reason from the boxes checked in “B Reason for needing Services” in Section II “Family Eligibility and Reason for Needing Service.”
- Or
- On the CDE Notice of Action (CD-7617 form), determine the primary reason from the boxes checked in “Part I -- Eligibility ” under “A. Need” and “B. Family Eligibility.”  
*Note:* Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report month/year (i.e., completed on or before the report month as indicated by the Effective Date of Action). If such a Notice of Action is on file, and the reason has changed, enter the updated information.

### ***Rules and guidelines:***

- This information is required.

[CDD-801A only] There are only nine possible choices:

- A. Child Protective Services
- B. Incapacity of parent
- C. Incapacity of child, special needs of child, severely handicapped child
- D. Employment
- E. Vocational or college training/education
- F. Both employment and training/education
- G. Seeking employment
- H. Homeless or seeking housing
- I. None of the above, child attends State Preschool

[CDD-801B only] There are only eight possible choices:

- a. Child Protective Services
- b. Incapacity of parent
- c. Incapacity of child, special needs of child, severely handicapped child
- d. Employment
- e. Vocational or college training/education
- f. Both employment and training/education
- g. Seeking employment
- h. Homeless or seeking housing

### ***Error messages and solutions:***



<b>*801A File Transfer</b>	<b>Message:</b>	<b>Row #: File rejected. The “Reason for Receiving Child Care” is required.</b>
<b>*801A Web Input</b>	<b>Message:</b>	<b>The “Reason for Receiving Child Care” is required.</b>
<b>*801B</b>	<b>Message:</b>	<b>The “Reason for Receiving Child Care” is required.</b>
	<b>Problem:</b>	No “Reason for Receiving Child Care” has been selected from the drop down list. This field must have information selected.
	<b>Solution:</b>	Enter the “Reason for Receiving Child Care” information.
<b>*801A File Transfer</b>	<b>Message:</b>	<b>Row #: File rejected. Invalid Reason for Receiving Child Care.</b>
	<b>Problem:</b>	The Reason for Receiving Child Care is not “A” – “I.”
	<b>Solution:</b>	Confirm that you have entered a valid Reason for Receiving Child Care.

### ***FAQs about the Reason for Receiving Child Care information:***

**Question:**

What reason do we check for receiving child care in the situation where grandparents or an aunt is the caretaker for a child? None of the reasons shown seem appropriate.

**Answer:**

Each situation is different. Treat the grandparents or aunt as "Parent/Caretaker," and carefully consider the "Employment" or "Incapacity of Parent" answers.

**Question:**

What reason do we use for receiving child care in the case of a foster child?

**Answer:**

Use the most appropriate reason for the situation. For example, if the foster parent is working, use the "employment" reason.

# Federal Information Processing Standards (FIPS) Code

The Federal Information Processing Standards (FIPS) Code is the code that identifies the state and county where the head-of-household receiving child care assistance lives.

**Important:** Enter the FIPS code of the head-of-household residence; do not use the FIPS code of the child care provider.

## ***Where to find it:***

On the CD-9600 form, look in the space labeled “FIPS Code” in Section I-A-“Family Identification.”

## ***Rules and guidelines:***

- The FIPS code is required.
- Valid California FIPS codes are “06001” to “06115.”
- For Arizona, use “04000.”
- For Nevada, use “32000.”
- For Oregon, use “41000.”
- If the family resides in California, the FIPS code is a 2-digit state code (06) **and** a 3-digit county code. The drop down box automatically displays the correct FIPS Code for the county selected.
- If the family resides in Arizona, Nevada or Oregon, the FIPS code is a 2-digit state code **only** (the county code is not required). The drop down box automatically displays the correct FIPS Code for the state selected.
- The FIPS code must be consistent with the zip code for this family and state.

## ***Error messages and solutions:***

*801A File Transfer	<b>Message:</b>	<b>Row #: The FIPS code is required.</b>
*801A Web Input	<b>Message:</b>	<b>The FIPS code is required.</b>
*801B	<b>Message:</b>	<b>The FIPS code is required.</b>
	<b>Problem:</b>	No FIPS code has been selected from the drop down list. This field must have information selected.
	<b>Solution:</b>	Enter the FIPS code of the family’s residence by entering the correct California county or the correct state (Arizona, Nevada, or Oregon) if the family’s residence is not in California.
*801A File Transfer	<b>Message:</b>	<b>Row #: File rejected. Invalid FIPS code</b>
	<b>Problem:</b>	Your FIPS code is not in the list of valid values.
	<b>Solution:</b>	Confirm that you have entered a valid FIPS code.

## ***FAQs about the Federal Information Processing Standards (FIPS) Code:***

**Question:**

What is a FIPS code and how do I find it?

**Answer:**

FIPS stands for Federal Information Processing Standards. In California, FIPS codes are assigned by county. If you know the name of the county, you can find FIPS code on the web site maintained by the National Institute of Standards and Technology at <http://www.itl.nist.gov/fipspubs/co-codes/ca.txt>

For residents of contiguous states, the FIPS code is the two-digit state code followed by 3 zeroes. For Nevada residents, use "32000." For Oregon residents, use "41000." For Arizona residents, use "04000."

## Is the Head-of-Household Single? [CDD-801B only]

The “Is the Head-of-Household Single?” information indicates whether:

- Only one person living in the household is legally and/or financially responsible for the child or children receiving child care services

Or

- The case is a foster care case (family of one).

### ***Where to find it:***

On the CD-9600 form, look in the space labeled “If you are a single parent/caretaker, check this box” in the title area of Section I-A-“Family Identification.”

***Special instructions for foster care children:*** On the CD-9600 form, confirm that the box labeled “Foster Parent” is checked under the “Relationship to Child” area of Section V. “Certification and Signature of Parent/Caretaker.”

### ***Rules and guidelines:***

- This information is required.
- There are only four possible choices:
  - Yes** – Only one person is legally and/or financially responsible for the child or children receiving child care services.
  - No** – More than one person is legally and/or financially responsible for the child or children receiving child care services.
  - Foster Care Child** – The child (or children) is (are) in foster care and is (are) considered a separate family.
  - Unavailable** – The information is missing or unknown. It is highly unlikely that this option would be selected.

### ***Error messages and solutions:***

*801B	<b>Message:</b>	<b>The information for “Is the Head-of-Household Single?” is required.</b>
	<b>Problem:</b>	No selection has been made from the “Is the Head-of-Household Single?” drop down list. This field must have information selected.
	<b>Solution:</b>	Select the correct “Is the Head-of-Household Single?” information (Yes, No, Foster Care Child, or Unavailable).

### ***FAQs about Is the Head-of-Household Single?:***

#### **Question:**

The "Head of Household" is a foster child. How do I answer the question, "Is the Head of Household Single?"

#### **Answer:**

Select "Foster care child" from the drop down box.

## Monthly Child Care Family Fee [CDD-801B only]

The Monthly Child Care Family Fee is the total monthly dollar amount the family was required to pay during the report month for subsidized child care services. This fee is based on the Child Development Family Fee Schedule in effect during the report month.

### ***Where to find it:***

- On the CD-9600 form, look in the spaces labeled “A. Daily Fee (if any)” and “B. Hourly Fee (if any)” in Section VI “Family Fee.”  
**Important:** the CD-9600 form records daily and hourly fees. Use these fees to calculate the **monthly** child care family fee. Multiply the number of days of care in the report month times the daily fee or the number of hours of care in the report month times the hourly fee as appropriate if no record of the actual monthly fee is available.
- On the CDE Notice of Action (CD-7617 form), look in the spaces labeled “Family Fee,” “Hourly,” “Part-time daily” and “Full-time daily” in the section “Part II Child Information.”  
*Note:* Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report month/year (i.e., completed on or before the report month as indicated by the Effective Date of Action). If such a Notice of Action is on file, enter the updated information.  
**Important:** The CD-7617 form records the hourly and daily fees. Use these fees to calculate the **monthly** child care family fee.

*Note:* Agencies should have a record of the actual fee that was charged for the report month. The location of this will vary from agency to agency.

### ***Rules and guidelines:***

- This information is required.
- The maximum length of this field is 4 numbers.
- Enter numbers only, do not enter a dollar sign (\$) or decimal point.
- Round the total monthly child care family fee to the nearest whole dollar. Do not enter cents.
- This fee must be zero (0) if the family income is less than 50 percent of the State Median Income level.
- The total monthly child care family fee should not exceed the full time daily rate for the family size and income multiplied by the number of days in the report month.

### ***Error messages and solutions:***

<b>*801B</b>	<b>Message:</b>	<b>A valid Monthly Child Care Family Fee must contain only whole numbers</b>
	<b>Problem:</b>	You have entered a Monthly Child Care Family Fee that contains symbols, or has not been rounded to the nearest whole dollar. A valid Monthly Family Child Care Fee contains only whole numbers. The system will not save entries that contain letters, symbols, or decimal points.
	<b>Solution:</b>	Confirm that you have entered the Monthly Child Care Family Fee correctly

(whole number with no decimal point or dollar sign).

*801B	<b>Message:</b>	<b>A valid Monthly Child Care Family Fee must contain only numbers.</b>
	<b>Problem:</b>	You have entered a Monthly Child Care Family Fee that contains letters. A valid Monthly Family Child Care Fee contains only numbers. The system will not save entries that contain letters, symbols, or decimal points.
	<b>Solution:</b>	Confirm that you have entered the Monthly Child Care Family Fee correctly (whole number with no decimal point or dollar sign).
*801B	<b>Message:</b>	<b>The Monthly Child Care Family Fee is required.</b>
	<b>Problem:</b>	The Monthly Child Care Family Fee is required. This field must have information even if the family does not pay a fee. If the family does not pay a fee, enter a zero (0).
	<b>Solution:</b>	Enter the Monthly Child Care Family Fee.
*801B	<b>Message:</b>	<b>The Monthly Family Income is below 50% of the State Median Income. The Monthly Child Care Fee for this family should be zero (0). Are you sure you entered this correctly?</b>
	<b>Problem:</b>	Families who have a family income less than 50% of the State Median Income do not pay a fee for child care.
	<b>Solution:</b>	Confirm that the family income is less than 50% of the State Median Income. Confirm that the Monthly Child Care Fee is zero (0).
*801B	<b>Message:</b>	<b>The fee should not exceed full time rate for the family size and income times the number of days in report month.</b>
	<b>Problem:</b>	The Monthly Child Care Family Fee you entered is too high. It is more than the full time rate for a family (with this income and size) multiplied by the number of days in the report month.
	<b>Solution:</b>	Confirm that you have entered the Monthly Child Care Fee correctly. Confirm that you have entered the family size correctly. Confirm that you have entered the family income correctly.

### ***FAQs about the Monthly Child Care Family Fee:***

**Question:**

Should I include the family co-pay when I enter this monthly family fee?

**Answer:**

No.

**Question:**

One of our families was supposed to pay \$100 for the report month, but the family only paid us (the agency) \$45. What amount do I enter?

**Answer:**

If the required family fee was \$100, then you should enter \$100 into the system. You must report the required family fee, whether or not it was actually paid.

**Question:**

The family fee is "0." Should I leave the space blank, or put in a "0"?

**Answer:**

You must enter a "0."

## Month and Year Child Care Assistance Began [CDD-801B only]

The Month and Year Child Care Assistance Began is the two-digit month and four-digit year in which the family began receiving subsidized child care services through your agency.

### ***Where to find it:***

On the CD-9600 form, look in the space labeled “Initial Subsidized Service Date” in the upper right hand corner of the first page.

### ***Rules and guidelines:***

- This information is required.
- Enter only the month and year; do not enter the day.
- If child care services were interrupted for **less than three months** because of reasons such as illness or vacation, select the **original** month and year assistance began with your agency, not the month and year services resumed.
- If child care services were interrupted for **three months or more**, select the month and year when the family **resumed** child care services, not the original month and year assistance began with your agency.

***Example:*** Kim started child care in April 1998. Kim did not have child care in June, July, or August because of summer vacation. Kim returned to child care in September 1998.

*You must select September 1998 on the system because that was the date Kim resumed child care after a break of three months.*

- This date must be before or during the report month and year.
- The system requires confirmation of this date if it is before the birth date of the oldest child reported on this CD-801B currently receiving subsidized child care services although it is possible that the family may have older children no longer receiving services or non-federally or general child care (GCTR) subsidized older children who are not reported on this CD-801B. Those eligible children may have been receiving services at the time of the entered “Initial Subsidized Service Date.”

### ***Error messages and solutions:***

*801B	<b>Message:</b>	<b>Year child care assistance began is required.</b>
	<b>Problem:</b>	No year has been selected from the drop down list. This field must have information selected.
	<b>Solution:</b>	Select the year child care assistance began for this family.
*801B	<b>Message:</b>	<b>Month child care assistance began is required.</b>
	<b>Problem:</b>	No month has been selected from the drop down list. This field must have information selected.
	<b>Solution:</b>	Select the month child care assistance began for this family.

<b>*801B</b>	<b>Message:</b>	<b>The Month and Year Child Care Assistance Began must be on or before the report month.</b>
	<b>Problem:</b>	The Month and Year Child Care Assistance Began is after the report month.
	<b>Solution:</b>	Confirm that you have entered Month and Year Child Care Assistance Began information correctly.
<b>*801B</b>	<b>Message:</b>	<b>The Month and Year Child Care Assistance Began is before the birth date of the oldest child listed for this family. Are you sure?</b>
	<b>Problem:</b>	The Month and Year Child Care Assistance Began is before the birth date of the oldest child listed for this family on this CDD-801B report. This is not necessarily an error. The family may have an older child who is no longer receiving services or who is not reported on this CDD-801B because he/she is not receiving federally subsidized or general child care (GCTR) child care.
	<b>Solution:</b>	Confirm that you have entered the Month and Year Child Care Assistance Began correctly.

### ***FAQs about the Year and Month Child Care Assistance Began:***

**Question:**

I don't know the month and year that child care assistance began. Someone forgot to write it on the CD-9600. What should I do?

**Answer:**

Leave it blank and use the Comments section to explain that this data element was blank on the CD-9600.



## Monthly Family Income [CDD-801B only]

The Monthly Family Income is the total adjusted gross monthly income used in determining family eligibility. This is verified income.

### *Where to find it:*

On the CD-9600 form, look in the space labeled “A. Family Monthly Income” in Section III “Family Adjusted Gross Monthly Income and Size.”

### *Rules and guidelines:*

- This information is required.
- The maximum length of this field is 5 numbers.
- Enter numbers only; do not enter a dollar sign (\$) or decimal point
- Round the Monthly Family Income to the nearest whole dollar. Do not enter cents.
- In Child Protective Services (CPS) cases, where income is not an eligibility factor, enter 0 (zero) and make a note in the Comments section that this is a CPS case where income is not an eligibility factor.
- The Monthly Family Income must be consistent with the applicable Child Development Family Fee Schedule and the response to “Above 75% of State Median Income Level.”
- The Monthly Family Income must be greater than the amount entered for “Monthly Child Care Fee” unless both are 0 (zero).
- The Monthly Family Income cannot be greater than 100% of the State Median Income Level on the applicable Child Development Family Fee Schedule.

### *Error messages and solutions:*

*801B	<b>Message:</b> <b>Problem:</b> <b>Solution:</b>	<b>The Monthly Family Income is required.</b> The Monthly Family Income is required. This field must have information. Enter the Monthly Family Income.
*801B	<b>Message:</b> <b>Problem:</b>  <b>Solution:</b>	<b>A valid Monthly Family Income must contain only whole numbers.</b> You have entered a Monthly Family Income that contains letters, symbols, or has not been rounded to the nearest whole dollar. A valid Monthly Family Income contains only whole numbers. The system will not save an entry with letters, symbols, or decimal points. Confirm that you have entered the Monthly Family Income correctly.
*801B	<b>Message:</b> <b>Problem:</b>  <b>Solution:</b>	<b>The Monthly Family Income is \$0. Are you sure?</b> The Reason for Child Care is not Child Protective Services. The Monthly Family Income is zero (0). In Child Protective Services cases, where income is not an eligibility factor, the income might be zero (0). However, when a different Reason for Child Care has been selected, the income is usually more than zero (0). Confirm that you have entered the Monthly Family Income correctly. Confirm that you have entered the correct Reason for Child Care.
*801B	<b>Message:</b>  <b>Problem:</b>	<b>The Monthly Family Income should be greater than the Monthly Child Care Fee.</b> The Monthly Family Income must be larger than the Monthly Child Care Fee,

	<b>Solution:</b>	unless both are zero (0). Confirm that you have entered the Monthly Family Income correctly. Confirm that you have entered the Monthly Child Care Fee correctly.
<b>*801B</b>	<b>Message:</b>	<b>The Monthly Family Income is more than 100% of the State Median Income. Are you sure? 100% of the State Median Income is the maximum income amount for eligibility.</b>
	<b>Problem:</b>	Families who have a family income more than 100% of the State Median Income are not eligible for child care assistance.
	<b>Solution:</b>	Confirm that you have entered the Monthly Family Income correctly.
<b>*801B</b>	<b>Message:</b>	<b>At least one source of income has been identified in Family Income Sources or TANF/CalWORKs, but the Monthly Family Income is \$0. Are you sure?</b>
	<b>Problem:</b>	The Monthly Family Income is zero (0). The family receives income from either a Family Income Source or is a TANF/CalWORKs Aid Recipient. If the family has a source of income, the income should be more than zero (0) if any of these sources was used to determine eligibility.
	<b>Solution:</b>	Confirm that you have entered the Monthly Family Income correctly. Confirm that you have entered the Family Income Source(s) correctly. Confirm that you have entered TANF/CalWORKs information correctly.
<b>*801B</b>	<b>Message:</b>	<b>Monthly Family Income is inconsistent with Family Fee Schedule and Element "Greater than 75% of State Median Income" response.</b>
	<b>Problem:</b>	Monthly Family Income cannot be greater than 75% of State Median Income if Element "Greater than 75% of State Median Income" is "No."
	<b>Solution:</b>	Confirm that you have entered Monthly Family Income correctly. Confirm that you have entered "Greater than 75% of State Median Income" correctly.
<b>*801B</b>	<b>Message:</b>	<b>Monthly Family Income is inconsistent with Element: Greater than 75% of State Median Income.</b>
	<b>Problem:</b>	Monthly Family Income cannot be less than 75% of State Median Income if Element "Greater than 75% of State Median Income" is "Yes."
	<b>Solution:</b>	Confirm that you have entered Monthly Family Income correctly. Confirm that you have entered "Greater than 75% of State Median Income" correctly.

## ***FAQs about the Monthly Family Income:***

### **Question:**

The monthly family income for a particular family is greater than or more than 100 percent of the State median income. This is actually a full-cost family. How should I answer this question?

### **Answer:**

The families for the CDD-801B data reports were taken directly from the CDD-801A your agency filed with us. If a full cost family was listed in error on your CDD-801A, then you must exclude that family and select "full cost family" from the "Reasons to exclude," and then click on "exclude."

### **Question:**

What do I do if the family had several income changes in the report month?

### **Answer:**

Use the last reported income for the report month (the last adjustment for your report month). The income should match the income used for the family fee.

## Family Size [CDD-801B only]

The Family Size is the number of members of the family receiving subsidized child care services. This is the number that was used to determine eligibility. This is the number of adults and children related by blood, marriage, or adoption who comprise the household in which the child(ren) receiving child care assistance live(s).

### ***Where to find it:***

On the CD-9600 form, look in the space labeled “C. Family Size” in Section III “Family Adjusted Gross Monthly Income and Size.”

*Note:* On the CD-9600 form, family size includes:

- All parent(s)/caretaker(s) listed in Section I – A and B; and
- All children named in Section IV “Data on Children”; and
- All additional adults and children listed on a second CD-9600 form.

### ***Rules and guidelines:***

- This information is required.
- The maximum length of this field is 2 numbers.
- Enter numbers only.
- ***Special instructions for foster care children:*** This is the number of sibling foster care children residing in this family.

### ***Error messages and solutions:***

*801B	<b>Message:</b> <b>Problem:</b>	<b>The Family Size is required.</b> The Family Size field is blank, or you have entered a letter, symbol, or decimal point. This field must have information. The system will not save an entry with letters, symbols, or decimal points.
	<b>Solution:</b>	Enter Family Size correctly.
*801B	<b>Message:</b> <b>Problem:</b>	<b>The Family Size is #. Are you sure?</b> The Family Size is more than 7. This is unusually large. The system is checking to make sure that the correct Family Size has been entered.
	<b>Solution:</b>	Confirm that you have entered Family Size correctly.
*801B	<b>Message:</b> <b>Problem:</b>	<b>Family size must be greater than 1 if child is not a Foster Care child.</b> Family Size is 1, and the case is not a Foster Care case. For non-Foster Care cases, both the parent/caretaker(s) and child(ren) receiving assistance must be included.
	<b>Solution:</b>	Confirm that you have entered Family Size correctly. Confirm that you have entered “Is the Head-of-Household Single” correctly.
*801B	<b>Message:</b> <b>Problem:</b> <b>Solution:</b>	<b>Family size must be at least 1.</b> You have entered “0” (zero). This is not a valid size. Enter the correct Family Size. If children were not receiving federally or general child care (GCTR) subsidized care in the report month, the family should be excluded. Return to the Family Summary Screen, and select the appropriate reason for exclusion from the drop down list beside the Head-of-Household name.

## ***FAQs about the Family Size:***

### **Question:**

For a foster child, what do I put for family size?

### **Answer:**

If there is only one foster care child, then it is a family of one. If there were sibling foster care children, the family size would be the number of foster siblings residing in this family.

## Family Income Sources [CDD-801B only]

The Family Income Sources describe the source(s) of the family income whether or not they were used to determine eligibility. Exception: If this is a Child Protective Services Case and income was not used to determine eligibility, select “No” as the response to all six of the listed income sources.

*Note:* The Family Income Sources listed here, together with the response to “TANF/CalWORKS Cash Aid Recipient,” will capture all income sources for the family.

### ***Where to find it:***

On the CD-9600 form, look in the space labeled “B. Family Income Sources” in Section III “Family Adjusted Gross Monthly Income and Size.”

### ***Rules and guidelines:***

- This information is required for **each** income source listed.
- There are six income sources:
  - A. Employment
  - B. State-only CalWORKs (alien or two parent) *Note:* If the family is a two-parent CalWORKs family and the report month is October 1999 or after, the family is receiving CalWORKs under the state-only two-parent program, even if this is not entered on the CD-9600.
  - C. Housing Voucher
  - D. Food Stamps
  - E. Other Federal Case Assistance (e.g., SSI, Social Security)
  - F. Other Income Source *Note:* Include child support payments in this category. Do not include federal TANF/CalWORKs here since this already was entered under a different question.
- For each of these sources, there are only three possible choices:
  - Yes – The family received income from this source.
  - No – The family did not receive any income from this source, or this is a CPS case where income was not used to determine eligibility. If this is a CPS case, note that in the Comments section.
  - Unavailable – The information is missing or unknown. It is highly unlikely that this option would be selected.

### ***Error messages and solutions:***

<b>*801B</b>	<b>Message:</b>	<b>The Family Income Sources are required. (Yes, No, or Unavailable for each source)</b>
	<b>Problem:</b>	At least one Family Income Source has not had a response (Yes, No, or Unavailable) selected from the drop down list. This field must have information.
	<b>Solution:</b>	For each Family Income Source, select a response (Yes, No, or Unavailable).
<b>*801B</b>	<b>Message:</b>	<b>All family Income Sources are “No” including TANF/CalWORKs (in</b>

**separate question), but the Monthly Family Income is more than \$0. Are you sure?**

- Problem:** The Monthly Family Income is more than zero (0).  
No source of family income has been selected from the Family Income Sources, and the family is not a TANF/CalWORKs Aid Recipient. At least one source of income must be identified in Family Income Sources or TANF/CalWORKs, or Family Income must be zero.
- Solution:** If the family has an income amount, it has an income source.  
Confirm that you have entered the Monthly Family Income correctly.  
Confirm that you have entered the Family Income Sources correctly.  
Confirm that you have entered TANF/CalWORKs information correctly.

### ***FAQs about the Family Income Sources:***

**Question:**

I have a family where the mother, who is in training, receives child support from a previous marriage and the current husband is working. Which family income source do I enter?

**Answer:**

You would enter all income sources: "yes" for "employment" and "yes" for "other income sources."

## Child's Last Name

The Child's Last Name is the last name (family name) of the child receiving CDD-subsidized child care services.

[CDD-801B only] *Note:* Agencies should only report the children who receive subsidized child care in the report month under 1) federal program codes/contracts (contract types that begin with F) or 2) the general center-based program code/contract (GCTR).

### ***Where to find it:***

On the CD-9600 form, look in the space labeled "(1) Full Name of Child Including Middle Initial" in Section IV "Data on Children."

### ***Rules and guidelines:***

- The child's last name is mandatory.
- The minimum length of this field is 2 characters. The maximum length of this field is 50 characters.
- If the child did not receive CDD-subsidized child care in the report month, do not include her/him.
- ***Special instructions for foster care children:*** If this is a foster care case, the first and last names of the oldest child receiving CDD-subsidized child care services must be the same as the head-of-household's first and last names.

### ***Error messages and solutions:***

*801A File Transfer	Message:	Row #: File rejected. The child's last name must be more than one character long.
*801A Web Input	Message:	The child's last name must be more than one character long.
	Problem:	The child's last name is one character long.
	Solution:	Enter a child's last name that is at least two characters long.
*801A File Transfer	Message:	Row #: The child's last name is required.
*801A Web Input	Message:	The child's last name is required.
	Problem:	You have left the field blank.
	Solution:	Enter the child's last name.
*801A File Transfer	Message:	Row #: File rejected. The child's last name must contain only letters, hyphens, spaces, and apostrophes.
*801A Web Input	Message:	The child's last name must contain only letters, hyphens, spaces, and apostrophes.
	Problem:	You have entered invalid characters in the last name field.
	Solution:	Remove the invalid characters and confirm that you have entered the last name correctly.
*801A File Transfer	Message:	Row #: The child's last name and first name already exist for this family for this report month/year.
*801A Web	Message:	The child's last name and first name already exist for this family for this



Input *801B	<b>Message:</b>	<b>report month/year. The child's last name and first name already exist for this family for this report month</b>
	<b>Problem:</b>	A child with this last name and first name already exists for this family. The system will not accept a duplicate child.
	<b>Solution:</b>	Confirm that you have entered the first and last name correctly. Confirm that a duplicate child does not exist. Delete duplicate child.
*801A File Transfer *801A Web Input	<b>Message:</b>	<b>Row #: File rejected. Incomplete information for the child. The child's last name, first name and date of birth are required.</b>
	<b>Message:</b>	<b>Incomplete information for the child. The child's last name, first name and date of birth are required.</b>
	<b>Problem:</b>	You have entered only one or two of the following three elements: child's last name, child's first name and child's date of birth. You must either enter all three elements or leave all three elements blank.
	<b>Solution:</b>	Enter the child's last name, child's first name and child's date of birth or leave all three elements blank.
*801B	<b>Message:</b>	<b>The child's last name is mandatory. A valid name must have at least 2 characters. You must enter the last name or exclude the child from the CDD-801B report.</b>
	<b>Problem:</b>	You have left the field blank or have entered a last name that is only one character. A name must be at least two characters long. This field must have information. The system will not save data about a child without a valid first and last name.
	<b>Solution:</b>	Confirm that you have entered the last name correctly. If the last name is not available, you must exclude the child from the CDD-801B report.
*801B	<b>Message:</b>	<b>This is a foster care case. The Head-of-Household last name must be the same as the last name of the oldest foster child receiving child care.</b>
	<b>Problem:</b>	According to the response to "Is this Head-of-Household Single?" this is a foster care case. Therefore, the Head-of-Household must be the oldest Foster Care Child receiving child care. The Head-of-Household Last Name is different from the last name of the oldest foster child receiving care. For a foster care case, the Head-of-Household Last Name must be the same as the oldest child's last name.
	<b>Solution:</b>	Confirm that you have entered the Head-Of-Household last name correctly. Confirm that you have entered the oldest child's last name correctly. Confirm that you have entered Element "Is this Head-of-Household Single?" correctly.

## ***FAQs about the Child's Last Name:***

### **Question:**

The child's first and last name is the same as the "Head of Household." Will this come up an error?

### **Answer:**

No. But be sure that you are not listing the child as the "Head of Household," ***unless the child is a foster care child.*** See special instructions for foster care children in the data definitions and instructions under Child's First Name or Child's Last Name.

## Child's First Name

The Child's First Name is the first name of the child receiving CDD-subsidized child care services.

[CDD-801B only] *Note:* Agencies should only report the children who receive subsidized child care in the report month under 1) federal program codes/contracts (contract types that begin with F) or 2) the general center-based program code/contract (GCTR).

### ***Where to find it:***

On the CD-9600 form, look in the space labeled "(1) Full Name of Child Including Middle Initial" in Section IV "Data on Children."

### ***Rules and guidelines:***

- The child's first name is mandatory.
- The minimum length of this field is 2 characters. The maximum length of this field is 50 characters.
- If the child did not receive CDD-subsidized child care in the report month, do not include her/him.
- ***Special instructions for foster care children:*** If this is a foster care case, the first and last names of the oldest child receiving CDD-subsidized child care services must be the same as the head-of-household's first and last names.

### ***Error messages and solutions:***

*801A File Transfer	Message:	Row #: File rejected. The child's first name must be more than one character long.
*801A Web Input	Message:	The child's first name must be more than one character long.
	Problem:	The child's first name is only one character long.
	Solution:	Enter a child's first name that is at least two characters long.
*801A File Transfer	Message:	Row #: The child's first name is required.
*801A Web Input	Message:	The child's first name is required.
	Problem:	The child's first name is blank.
	Solution:	Enter the child's first name.
*801A File Transfer	Message:	Row #: File rejected. The child's first name must contain only letters, hyphens, spaces, and apostrophes.
*801A Web Input	Message:	The child's first name must contain only letters, hyphens, spaces, and apostrophes.
	Problem:	You have entered invalid characters in the first name field.
	Solution:	Remove the invalid characters and confirm that you have entered the first name correctly.
*801A File Transfer	Message:	Row #: The child's last name and first name already exist for this family for this report month/year.
*801A Web	Message:	The child's last name and first name already exist for this family for this

Input *801B	<b>Message:</b>	<b>report month/year.</b> <b>The child's last name and first name already exist for this family for this report month.</b>
	<b>Problem:</b>	A child with this last name and first name already exists for this family. It appears that information is being duplicated.
	<b>Solution:</b>	Confirm that you have entered the first and last name correctly. Confirm that a duplicate child does not exist. Delete duplicate child.
*801A File Transfer *801A Web Input	<b>Message:</b>	<b>Row #: File rejected. Incomplete information for the child. The child's last name, first name and date of birth are required.</b>
	<b>Message:</b>	<b>Incomplete information for the child. The child's last name, first name and date of birth are required.</b>
	<b>Problem:</b>	You have entered only one or two of the following three elements: child's last name, child's first name and child's date of birth. You must either enter all three elements or leave all three elements blank.
	<b>Solution:</b>	Enter the child's last name, child's first name and child's date of birth or leave all three elements blank.
*801B	<b>Message:</b>	<b>The child's first name is mandatory. A valid name must have at least 2 characters. You must enter the first name or exclude the child from the CDD-801B report.</b>
	<b>Problem:</b>	You have left the field blank or have entered a first name that is only one character. A name must be at least two characters long. This field must have information. The system will not save data about a child without a valid first and last name.
	<b>Solution:</b>	Confirm that you have entered the first name correctly. If the first name is not available, you must exclude the child from the CDD-801B report.
*801B	<b>Message:</b>	<b>This is a foster care case. The Head-of-Household first name must be the same as the first name of the oldest foster child receiving child care.</b>
	<b>Problem:</b>	According to the response to "Is this Head-of-Household Single?" this is a foster care case. Therefore, the Head-of-Household must be the oldest Foster Care Child receiving child care. The Head-of-Household First Name is different from the first name of the oldest foster child receiving care. For a foster care case, the Head-of-Household First Name must be the same as the oldest child's first name.
	<b>Solution:</b>	Confirm that you have entered the Head-Of-Household first name correctly. Confirm that you have entered the oldest child's first name correctly. Confirm that you have entered Element "Is this Head-of-Household Single?" correctly.

## ***FAQs about the Child's First Name:***

### **Question:**

The child's first and last name is the same as the "Head of Household." Will this come up an error?

### **Answer:**

No. But be sure that you are not listing the child as the "Head of Household," ***unless the child is a foster care child.*** See special instructions for foster care children in the data definitions and instructions under Child's First Name or Child's Last Name.

## Child's Middle Initial

The Child's Middle Initial is the middle initial of the child receiving CDD-subsidized child care services.

### ***Where to find it:***

On the CD-9600 form, look in the space labeled "(1) Full Name of Child Including Middle Initial" in Section IV "Data on Children."

### ***Rules and guidelines:***

- The child's middle initial is optional. Enter if available.
- The maximum length of this field is 1 character.
- Do not enter a period after the middle initial.

### ***Error messages and solutions:***

*801A File Transfer	<b>Message:</b>	<b>Row #: File rejected. A valid middle initial must be one letter.</b>
*801A Web Input	<b>Message:</b>	<b>A valid middle initial must be one letter.</b>
*801B	<b>Message:</b>	<b>A valid middle initial must be one letter.</b>
	<b>Problem:</b>	You have a period (.) or more than one letter in the middle initial field. A period (.) is not a valid middle initial. More than one letter is not a valid middle initial.
	<b>Solution:</b>	Delete the period (.) or extra letter(s) from the middle initial. Leave this blank if there is no middle initial; the middle initial is optional.

### ***FAQs about the Child's middle initial:***

#### **Question:**

I don't know the middle initial for the child. S/he doesn't have one.

#### **Answer:**

If you don't know the middle initial for the child, leave it blank. Although this is an optional field, if you know the middle initial for the child, we advise you use it because there are so many duplicate names. It is a way for your agency to distinguish families and children, and for CDE to do the same across agencies.

## Child's Ethnicity [CDD-801B only]

The Child's Ethnicity indicates whether the child receiving child care services is of Hispanic or Latino origin. Ethnicity is in addition to race.

### ***Where to find it:***

On the CD-9600 form, look in the space labeled "(5) Ethnicity" in Section IV "Data on Children." Y= "Yes" and N= "No" on the CD-9600.

### ***Rules and guidelines:***

- The Child's Ethnicity information is required.
- "Unavailable" must be selected if the family did not provide this information.
- There are only three possible choices:
  - Yes** – The child is of Hispanic or Latino origin.
  - No** – The child is not of Hispanic or Latino origin.
  - Unavailable** – The child's ethnicity is missing or unknown. *Note:* Families are not required to provide ethnicity.

### ***Error messages and solutions:***

*801B	<b>Message:</b>	<b>The child's ethnicity is required.</b>
	<b>Problem:</b>	The child's ethnicity is blank.
	<b>Solution:</b>	Enter the child's ethnicity. (Yes, No, or Unavailable)

### ***FAQs about the Child's Ethnicity information:***

#### **Question:**

I don't know the ethnicity and race of the child; the parents refused to answer. What should I do?

#### **Answer:**

If you don't know the ethnicity or race of the child, you must select "Unavailable" from the drop down box for ethnicity and each race option.

## Child's Race [CDD-801B only]

The Child's Race indicates the race of the child receiving child care services.

### ***Where to find it:***

On the CD-9600 form, look in the space labeled "(6) Race" in Section IV "Data on Children." See code below.

### ***Rules and guidelines:***

- This information is required.
- "Unavailable" must be selected if the family did not provide this information.
- At least one race category should be "Yes." Select all race categories that apply.
- There are five race categories:
  - \* **American Indian or Alaska Native [1 on CD-9600]**
  - \* **Asian [2 on CD-9600]**
  - \* **Black or African American [3 on CD-9600]**
  - \* **Native Hawaiian or other Pacific Islander [4 on CD-9600]**
  - \* **Caucasian [5 on CD-9600]**
- For each of these race categories, you must enter one of the three possible choices:  
**Yes**  
**No**  
**Unavailable** – The information is missing or unknown. *Note:* Families are not required to provide race.

### ***Error messages and solutions:***

<b>*801B</b>	<b>Message:</b>	<b>The child's race is required. (Yes, No, or Unavailable)</b>
	<b>Problem:</b>	For the indicated race category, no selection (Yes, No, or Unavailable) was made. A selection is required for each race category.
	<b>Solution:</b>	Select Yes, No, or Unavailable for the indicated race category.

### ***FAQs about the Child's Race information:***

#### **Question:**

I don't know the ethnicity and race of the child; the parents refused to answer. What should I do?

#### **Answer:**

If you don't know the ethnicity or race of the child, you must select "Unavailable" from the drop down box for ethnicity and each race option.

## Child's Gender [CDD-801B only]

The Child's Gender indicates whether the child receiving child care services is female or male.

### ***Where to find it:***

On the CD-9600 form, look in the space labeled "(2) Sex" in Section IV "Data on Children." (M= Male, F= Female)

### ***Rules and guidelines:***

- The Child's Gender is required.
- There are only three possible choices:  
**Male**  
**Female**  
**Unavailable** – The child's gender is not recorded.

### ***Error messages and solutions:***

<b>*801B</b>	<b>Message:</b>	<b>The child's gender is required.</b>
	<b>Problem:</b>	No selection for the child's gender was made from the drop down list.
	<b>Solution:</b>	Select the child's gender from the drop down list.

### ***FAQs about the Child's Gender information:***

#### **Question:**

I don't know the child's gender. The box was not checked on the CD-9600 form, and I can't tell by the name. What should I do?

#### **Answer:**

If you don't know the child's gender, select "Unavailable" from the drop down box.

## Child's Date of Birth

The Child's Date of Birth is the month, day and year the child receiving CDD-subsidized child care services in the report month was born.

### *Where to find it:*

On the CD-9600 form, look in the space labeled "(3) Birth Date" in Section IV "Data on Children."

### *Rules and guidelines:*

- The child's date of birth is required.
- Select the month, day and year the child was born from the drop down list boxes.
- The child's date of birth must be on or before the report month.

### *Error messages and solutions:*

*801A File Transfer	Message:	Row #: File rejected. The child's date of birth must be on or before the report month.
*801A Web Input	Message:	The child's date of birth must be on or before the report month.
*801B	Message:	The child's date of birth must be on or before the report month.
	Problem:	The child's date of birth is after the report month indicating that the child hadn't been born by the month he/she received child care in.
	Solution:	Confirm that you have entered child's date of birth correctly.
*801A File Transfer	Message:	Row #: File rejected. Invalid child's date of birth
	Problem:	You have entered an invalid or incomplete date.
	Solution:	Enter a valid date.
*801A File Transfer	Message:	Row #: The child's date of birth is required.
	Problem:	The child's date of birth is blank.
	Solution:	Enter the child's date of birth.
*801A File Transfer	Message:	Row #: File rejected. Incomplete information for the child. The child's last name, first name and date of birth are required.
*801A Web Input	Message:	Incomplete information for the child. The child's last name, first name and date of birth are required.
	Problem:	You have entered only one or two of the following three elements: child's last name, child's first name and child's date of birth. You must either enter all three elements or leave all three elements blank.
	Solution:	Enter the child's last name, child's first name and child's date of birth or leave all three elements blank.
*801A Web Input	Message:	The child's month of birth is required.
*801B	Message:	The child's month of birth is required
	Problem:	No child's month of birth was selected from the drop down list.
	Solution:	Select the child's month of birth from the drop down list (January-December).



*801A Web Input	<b>Message:</b>	<b>The child's day of birth is required.</b>
*801B	<b>Message:</b>	<b>The child's day of birth is required</b>
	<b>Problem:</b>	No child's day of birth was selected from the drop down list.
	<b>Solution:</b>	Select the child's day of birth from the drop down list (1-31).
*801A Web Input	<b>Message:</b>	<b>The child's year of birth is required.</b>
*801B	<b>Message:</b>	<b>The child's year of birth is required</b>
	<b>Problem:</b>	No child's year of birth was selected from the drop down list.
	<b>Solution:</b>	Select the child's year of birth from the drop down list.

### ***FAQs about the Child's Date of Birth information:***

**Question:**

I don't have the child's date of birth. What should I do?

**Answer:**

You must enter the child's date of birth. If you can't find it on the CD-9600 form, then check other records for the child, such as the immunization record.

## Federal Employment Identification Number (FEIN) [CDD-801A only]

The Federal Employment Identification Number (FEIN) is the unique identification number that the federal government requires for all workers and agencies for tax purposes.

The FEIN is used to create the CD-800 report on all child care providers; this report is required by the federal government.

**For Alternative Payment (AP) Contractors,** the FEIN for the child care provider may be the provider's social security number.

**For Center-based/Family Child Care Home Networks,** the FEIN is the center's FEIN.

### *Where to find it:*

**For Alternative Payment (AP) Contractors:** The agency must have the FEIN in order to make payments to the provider. The agency's payment office will have the provider's FEIN.

**For Center-based/Family Child Care Home Networks:** The agency's fiscal office will have the center's FEIN.

### *Rules and guidelines:*

- This field must contain exactly 9 numbers. Do not enter hyphens or spaces.

### *Error messages and solutions:*

*801A File Transfer *801A Web Input	Message:	Row #: The Provider FEIN/SSN is required.
	Problem: Solution:	The Provider FEIN/SSN is blank. Enter the Provider FEIN/SSN.
*801A File Transfer *801A Web Input	Message:	Row #: File rejected. Invalid Provider FEIN/SSN
	Message:	Invalid Provider FEIN/SSN
	Problem: Solution:	The Provider FEIN/SSN is not exactly 9 numbers or it contains non-numeric characters. Enter a valid Provider FEIN/SSN.
*801A File Transfer *801A Web Input	Message:	Row #. File rejected. You have entered a Provider FEIN/SSN. The child's information is required.
	Message:	You have entered a Provider FEIN/SSN. The child's information is required.
	Problem:	You have entered a Provider FEIN/SSN, but you did not enter all of the

following three elements: child's last name, child's first name and child's date of birth.

**Solution:** You must either enter the Provider FEIN/SSN and all three elements about the child  
or  
leave the Provider FEIN/SS and all three elements about the child blank.

## Type of Child Care

The Type of Child Care code describes the setting (licensed or licensed exempt category) in which the CDD-subsidized child care services were provided to the child in the report month. Children may have more than one Type of Child Care in any report month.

### ***Where to find it:***

On the CD-9600 form, look in the space labeled “(9) Type of Care Code” in Section IV “Data on Children.”

### ***Rules and guidelines:***

- This information is required.
- [CDD-801B only] If the child had more than one CDD-subsidized Type of Child Care in the report month, information on each type that is federally subsidized or provided under a general child care (GCTR) contract must be reported.
- [CDD-801A only] If the child had more than one CDD-subsidized Type of Child Care in the report month, information on each type must be reported.
- A provider can have more than one Type of Child Care in one report month. (For example, a relative takes care of the child in her own home [07] and in the child's home [05] each week.)
- If a child receives one Type of Child Care in the report month, but it is provided at two different sites (even if it is provided by the same provider), this Type of Child Care must be entered twice.
- There are only eight possible choices:
  - 02 – Licensed family child care home
  - 03 – Licensed large family child care home
  - 04 – Licensed center-based care
  - 05 – License-exempt in child's home by a relative
  - 06 – License-exempt in child's home by a non-relative
  - 07 – License-exempt outside the child's home by a relative
  - 08 – License-exempt outside the child's home by a non-relative
  - 11 – License-exempt center-based care

### ***Error messages and solutions:***

<b>*801A File Transfer</b>	<b>Message:</b>	<b>Row #: File rejected. Invalid Type of Child Care information</b>
	<b>Problem:</b> <b>Solution:</b>	The Type of Child Care is not in the list of valid values. Enter a valid Type of Child Care code..
<b>*801A File Transfer</b>	<b>Message:</b>	<b>Row #. File rejected. You have entered a Type of Child Care. The child's information is required.</b>
<b>*801A Web Input</b>	<b>Message:</b>	<b>You have entered a Type of Child Care. The child's information is required</b>
	<b>Problem:</b>	You have entered a Type of Child Care, but you did not enter all of the following three elements: child's last name, child's first name and child's date of birth.
	<b>Solution:</b>	You must either enter the Type of Child Care and all three elements about

the child  
or  
leave the Type of Child Care and all three elements about the child blank.

*801A File Transfer	<b>Message:</b>	<b>Row #: The Type of Child Care is required.</b>
*801A Web Input	<b>Message:</b>	<b>The Type of Child Care is required</b>
*801B	<b>Message:</b>	<b>The Type of Child Care is required.</b>
	<b>Problem:</b>	No Type of Child Care has been entered.
	<b>Solution:</b>	Enter a valid Type of Child Care. The numbers correspond to the CD-9600 numbers.
*801B	<b>Message:</b>	<b>The Type of Child Care is not valid for a center-based program contract.</b>
	<b>Problem:</b>	The Type of Child Care is 05, 06, 07, or 08 (license-exempt, non-center-based settings). The Program Code for this Type of Child Care is GCTR, FCTR, FHUD or FFCC—all center-based programs. The Type of Child Care code is not valid for a center-based program contract.
	<b>Solution:</b>	Confirm that you have selected the correct Program Code.

## Program Code(s)

The Program Codes refer to the contract funding (contract prefix or code) for child care services.

[CDD-801A only] *Note:* Although most types of child care have a single program code (prefix or code), the data entry screen allows you to list up to three program codes for each type of child care.

[CDD-801B only] Only federal program codes (those that begin with F) and the General Child Care Code (GCTR) are included in CDD-801B reports.

[CDD-801B only] *Note:* Although most types of child care have a single program code (prefix or code), the data entry screen allows you to list up to three program codes and the hours and payment associated with each type of child care under each program code.

### ***Where to find it:***

On the CD-9600 form, look in the space labeled “(8) Program Code” in Section IV “Data on Children.”

### ***Rules and guidelines:***

- At least one valid program code (contract prefix or code) is mandatory for a Type of Child Care.
- A maximum of three program codes may be selected for a Type of Child Care.
- Select the Program Code(s) from the list of federal and general child care program codes.
- [CDD-801B only] If the program code for the child’s type of care does not appear on the list **and** there is only one program code for this type of care, then exclude this child’s type of care.

### ***Error messages and solutions:***

<b>*801A File Transfer</b>	<b>Message:</b>	<b>Row #: File rejected. At least one Program code is required.</b>
	<b>Problem:</b>	All three fields for Program codes are blank. You must enter at least one Program Code.
	<b>Solution:</b>	Enter at least one Program Code.
<b>*801A Web Input</b>	<b>Message:</b>	<b>At least one Program Code is required.</b>
	<b>Problem:</b>	One (or more) of the Program Codes is not in the list of valid values.
	<b>Solution:</b>	Confirm that all Program Codes are valid.
<b>*801A File Transfer</b>	<b>Message:</b>	<b>Row #: File rejected. Invalid Program code</b>
	<b>Problem:</b>	One (or more) of the Program Codes is not in the list of valid values.
	<b>Solution:</b>	Confirm that all Program Codes are valid.
<b>*801B</b>	<b>Message:</b>	<b>A Program Code is mandatory. You must enter a Program Code or exclude this type of care from the CDD-801B report.</b>

**Problem:** No Program Code or “None of the above” has been selected from the drop down list.  
Without a program code, there is no information that this type of child care is CDD-subsidized and required to be reported on the CDD-801B.  
If the Program Code is not available, or is not listed in the drop down box, you must exclude this type of care from the CDD-801B report.  
The system will not save information on a Type of Child Care for which there is no valid Program Code.

**Solution:** Select the Program Code or exclude this type of care.

### ***FAQs about Program Codes:***

[CDD-801B only]

**Question:**

This child is in GPRE State Preschool, and there is no program code listed for GPRE. What should I do?

**Answer:**

We are only sampling ***federally funded*** programs and general child care (GCTR). State Preschool (GPRES) receives no federal funding. You must exclude this child from the report.

**Question:**

Why are there three blanks for Program Codes on the CDD-801B report?

**Answer:**

There are some children who received care from more than one contract. When you enter the data about those children, you must enter more than one Program Code.

Most children receive CDD-subsidized child care services under one program code. In those cases, you must leave the remaining two Program Codes blank.

## State Subsidized Monthly Payment for this Child Care [CDD-801B only]

For **Alternative Payment (AP) Contractors**, the State Subsidized Monthly Payment for this Child Care is the monthly dollar amount paid to the provider for the child care services by the AP for this contract type for the report month.

For **Center-based /Family Child Care Home Networks**, the State Subsidized Monthly Payment for this Child Care is an adjusted amount claimed from CDE for the child for the report month.

### ***Where to find it:***

The State Subsidized Monthly Payment for this Child Care is generally found in the agency's payment records for the report month. Each agency has its own method of keeping this information. Check your agency's records.

### ***Rules and guidelines:***

- This information is required.
- Enter numbers only; do not enter a dollar sign (\$) or decimal point.
- Zero is not acceptable since this would indicate that no subsidy was paid in the report month.
- Round to the nearest whole dollar. Do not enter cents.
- Payments for **Alternative Payment Contractors** must be consistent with the Regional Market Rates (RMR) in effect for the report month.
- Payments for **Center-based/Family Child Care Home Networks** must be consistent with the Standard Reimbursement Rate (SRR) in effect for the report month.
- For **Alternative Payment Contractors**: Enter the total dollar amount required to be paid to the child care provider in the report month for the care of that child. Do not consider the family fee or family co-pay.

***Alternative Payment Example 1:*** The provider's charge for child care is \$200 for the report month. The family fee is \$15. The contractor reimburses the provider \$200 for the cost of care. The total reported amount is \$200.

***Alternative Payment Example 2:*** The provider's charge for child care is \$200 for the report month. The family fee is \$15. The \$15 family fee is paid directly to the provider and kept by the provider. The AP reimburses the provider \$185. The total reported amount is \$200 because this is the amount required to be paid to the provider if there were no family fee.

- For **Center-based /Family Child Care Home Networks**: Enter the dollar amount claimed from CDE for the child in the report month. Include any adjustments, such as for infants, toddlers, or special needs children. Do not include administrative costs computed as a part of the cost of care. Do not include the family fee.



**Center-Based Example 1:** The contractor receives \$24/day from CDE for child care services. There are 22 days in the report month. The contractor claims 15% administrative costs. The direct services cost is \$448.80 (\$24.00 per day x 85% for direct services x 22 days). This amount is rounded to the nearest dollar. The total reported amount is \$449.

**Center-Based Example 2:** The contractor receives \$24/day from CDE for child care services. There are 22 days in the report month. The contractor claims 15% administrative costs. The child is a full-time toddler, so the adjustment factor is 1.4. The direct services cost is \$628.32 (\$24.00 per day x 85% for direct services x 22 days x 1.4 adjustment factor). This amount is rounded to the nearest dollar. The total reported amount is \$628.

## **Error messages and solutions:**

<b>*801B</b>	<b>Message:</b>	<b>The “State Subsidized Monthly Payment for this Child Care” is required for [program code].</b>
	<b>Problem:</b>	The “State Subsidized Monthly Payment for this Child Care” information is either zero or blank under the Program Code listed in the error message. In order to be reported as CDD-subsidized child care, a payment amount must be made (or be required to be made). Full cost child care cases are not reported on the CDD-801B.
	<b>Solution:</b>	Enter the “State Subsidized Monthly Payment for this Child Care” for the listed Program Code in whole dollars with no decimal points. If the amount required to be paid is zero, exclude this Type of Child Care from the CDD-801B report.
<b>*801B</b>	<b>Message:</b>	<b>The State Subsidized Monthly Payment for this Child Care for [program code] must contain only whole numbers.</b>
	<b>Problem:</b>	The “State Subsidized Monthly Payment for this Child Care” under the Program Code listed in the error message has a decimal point. This payment should be rounded to the nearest whole dollar. The system will not save entries with decimal points.
	<b>Solution:</b>	Confirm that you have entered the “State Subsidized Monthly Payment for this Child Care” correctly with no decimal point
<b>*801B</b>	<b>Message:</b>	<b>The total cost of care for [child’s name] appears unreasonably high. Are you sure?</b>
	<b>Problem:</b>	The total cost of care in the “State Subsidized Monthly Payment for this Child Care” field(s) for the listed child (regardless of Program Code) is greater than \$2500. This is more than twice the amount for the highest state Regional Market Rate or the highest (without adjustment factors) State Reimbursement Rate for center-based contracts.
	<b>Solution:</b>	Confirm that you have entered the “State Subsidized Monthly Payment for this Child Care” correctly. If the payment amount is very high, explain why in the Comments section.

## **FAQs about the State Subsidized Monthly Payment for this Child Care:**

### **Question:**

We have a child who received subsidized care for the month listed, but the provider never billed us. How should I answer this question?

### **Answer:**

Enter the payment that was authorized for the report month and year, and would be paid if the billing had been done.

**Question:**

We have a child who was enrolled, and therefore listed on the CDD-801A, but never received child care for the report month, because the parent was not able to find a provider. What should we do?

**Answer:**

If that child did not actually receive child care for the report month, then you must exclude the child. Select "Care not provided in report month," from the list, and click on "Exclude."

## Total Hours of Care this Month [CDD-801B only]

The Total Hours of Care this Month is the total number of hours of child care for which payment was required for this type of care for the specified contract (program code) during the report month.

*Note:* These hours may be different from the actual hours of attendance.

### ***Where to find it:***

- On the CD-9600 form, look in the space labeled “(10) Hours of Care per Day” in Section IV “Data on Children.”  
**Important:** the CD-9600 form records the **weekly** hours of child care. Calculate the **monthly** hours by multiplying the weekly hours by 4.33; round the result to the nearest whole number.

Or

- On the CDE Notice of Action (CD-7617 form), look in the space labeled “Enter Number of Hours Served Each Day” in the section “Part II Child Information.”  
*Note:* Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report month/year (i.e., completed on or before the report month as indicated by the Effective Date of Action). If such a Notice of Action is on file, and the hours of care have changed, enter the updated information.  
**Important:** the CD-7617 form records the **weekly** hours of child care. Calculate the **monthly** hours by multiplying the weekly hours by 4.33; round the result to the nearest whole number.

*Example of calculating **monthly** hours: Pat is in child care at the LMN Day Care Center for 30 hours each week. Pat’s total monthly hours are 129.90 (30 hours x 4.33). This amount is rounded to the nearest hour. The total reported amount is 130.*

### ***Rules and guidelines:***

- This information is required.
- Important:** Enter the hours of care for the reporting **month**; do not enter weekly hours.
- This is not hours of enrollment if no payment was required. (For example, if the family was newly enrolled but the child was not yet attending child care, the hours would be zero and this child care would be excluded from the CDD-801B.
- Round to the nearest hour. Do not enter partial hours or minutes.
- This must be greater than zero.

### ***Error messages and solutions:***

*801B	<b>Message:</b>	<b>The Total Hours of Care this Month is required for [Program Code].</b>
	<b>Problem:</b>	The Total Hours of Care this Month is blank.
	<b>Solution:</b>	Enter the Total Hours of Care this Month.

*801B	<b>Message:</b>	<b>The Total Hours of Care this Month must be a whole number (no partial</b>
-------	-----------------	--

		<b>hours) for [Program Code].</b>
	<b>Problem:</b>	The Total Hours of Care this Month for the Program Code listed in the error message has a decimal point or letters. The number of hours should be rounded to the nearest whole hour.
	<b>Solution:</b>	The system will not save entries with letters or decimals. Confirm that you have entered the Total Hours of Care this Month rounded to the nearest whole hour.
<b>*801B</b>	<b>Message:</b>	<b>The Total Hours of Care this Month requires a Program Code.</b>
	<b>Problem:</b>	Data has been entered, but the Program Code is missing. The system will not save entries without a valid Program Code.
	<b>Solution:</b>	Enter the program Code for this Type of Care.
<b>*801B</b>	<b>Message:</b>	<b>The Total Hours of Care this Month for [child's name] appear unreasonably high. Are you sure?</b>
	<b>Problem:</b>	This child has more than 344 Total Hours of Care this Month for all types of care (more than 80 hours per week). This is too high.
	<b>Solution:</b>	Confirm that you have entered the "Total Hours of Care this Month" correctly. If the hours of care are very high, enter an explanation in the Comments section.

## ***FAQs about the State Subsidized Monthly Payment for this Child Care:***

### **Question:**

I have a child who is enrolled for 130 hours per month, but for this particular month, was only here for one day, at 8 hours. Should I put 130 hours or 8 hours for total hours of care?

### **Answer:**

We want the hours of care that the state reimbursed or was required to reimburse (if payment has not yet been made) for that child's care for the report month. If your center was reimbursed for 130 hours of care, then the answer is 130. If it was an AP situation and the actual billed hours from the provider were 8, then enter 8. Or it could be an AP situation where your agency was required to pay the provider for 130 hours. In that case, enter 130 hours.